PC Setup Form

Collect and document the following specific PC settings to assist PCLAN with the configuration of User PC's.

USER INFORMATION

UserID and Name	Password	Section	Building /Room	Phone /Fax
ie: bsmith, Bill Smith	LAN password (users will be required to change password after installation.)	DOA Section, ie: OSRAP, OCS	Location of PC (ie: CLA 2-150)	Office phone number associated with UserID.

PC INFORMATION

Tag Number	IP Address	Jack No.	Machine Type	Delivery Target Date	Image Code
The property tag number of the current CPU, not monitor. ie: 248060xxxxx	To obtain, do this: 1) At the command prompt, type **IPCONFIG** 2) Record the number (ie: 10.3.xx.xxx)	Located on data box if located in ISB or Claiborne	Model of PC (ie: Dell GX400, GX1p) (Look on the front of the CPU [tower] to find the model.	Date the PC is expected to be delivered if a special date was agreed upon.	**PCLAN use only**

Printers	Print Server and Printer	Other Hardware	Currently Installed?	PCLAN/Installer Notes Component Working when Complete?
Primary Network Printer		CD-ROM CDRW / DVD		
Secondary Network Printer		Tape Drive		
	go to Start > Settings > Printers and list the printers. (note: server name and name of the printer. ie: 1psdoa01\6SW_4000_ADM)	Scanner Modem External Zip		
Personal Printer (directly attached)	If user has an attached printer, indicate the type here.	Other:		

Comments/Notes: _____